

20 June 1951

MEMORANDUM FOR FILE

SUBJECT: Non-Delivery of Classified Documents

1. I talked to [] on Friday, 15 June 1951, and showed him [] memorandum of the 12th. We agreed that the problem could be handled by the Courier Section, delivering a form letter to their addressees asking for delivery instructions for holidays or after-hours. I reluctantly agreed to talk to the Administrative Services people on this.

2. I later talked with [] Deputy Chief, Administrative Services, and found that he considers the problem a serious one and does not feel O/CD had performed satisfactorily. I arranged a meeting for Monday, 18 June 1951, with [] and myself.

3. At this meeting it was agreed that O/CD would take the responsibility for affecting after-hours delivery. There appears three aspects of the problem:

a. NIE's and other standard distribution items - O/CD will prepare a form letter as suggested above.

b. Ad hoc addressees - O/CD will make arrangements for the delivery of this material to a central receiving point in each agency for its retention in CIA or for its return to the originator and will notify all CIA offices of the arrangements effected. [] expects some difficulty with O/SO and O/PC.)

c. [] raised the problem of multiple distribution points within each agency. O/CD/L will attempt to persuade the agencies to consolidate some of these points. Administrative Services will make a further attempt to secure space in the Pentagon to and from which all CIA deliveries could be made.

4. O/IC's role seems to be to keep in touch with [] and [] and to assist them as necessary in working out these arrangements.

[]
Office of Intelligence Coordination